

# **Vermont State Workforce Development Board**

## ***Operating Committee Meeting Minutes***

November 22, 2016

### **I. Call to order**

Chair Frank Cioffi called to order the special meeting of the Vermont State Workforce Development Board Operating Committee at 12:34 pm on November 22, 2016 at 5 Green Mountain Drive, Montpelier, VT 05601-0488.

### **II. Roll call**

- a) The following members were present by phone and constituted a quorum of the Operating Committee: Frank Cioffi, Eileen Illuzzi, Jen Kimmich, Dick Marron, Laurie Gunn, Greg Maguire, Jeb Spaulding, and Janette Bombardier.
- b) The following staff from the Vermont Department of Labor were present at 5 Green Mountain Drive: Michele Kupersmith, Jason Boss, and Abby Shepard.

### **III. Recusals**

The following members of the Operating Committee gave prior notice of intent to recuse, based upon actual or the appearance of conflicts of interest in the matter to be taken up in this meeting: Annie Noonan, Lucy Leriche, Rebecca Holcomb, Hal Cohen.

### **IV. New business**

- a) The special meeting was called to discuss the two bids received on October 24, 2016 in response to the RFP for One-Stop Operator and Adult and Dislocated Worker Services. The two bidders were: Ross IES, and the Vermont Department of Labor.

A motion to accept the Minutes of the September 15, 2016, October 28, 2016, and November 1, 2016 Operating Committee meetings was made by Eileen Illuzzi; seconded by Greg Maguire. Chair Frank Cioffi called the vote: Yes: eight; No: none; Abstentions: none.

A motion to enter into Executive Session pursuant to 1 V.S.A. § 313 was made by Greg Maguire and seconded by Eileen Illuzzi, as the discussion would involve confidential information and premature general public knowledge that would clearly place the public

body or a person involved at a substantial disadvantage. Chair Frank Cioffi called the vote. Yes: eight; No: none; Abstentions: none.

- b) The Operating Committee went into Executive Session at 12:37 pm; the Operating Committee came out of Executive Session at 1:28 pm.

## **V. Votes**

Greg Maguire offered a motion to recommend to the Vermont State Workforce Development Board to select the Vermont Department of Labor as the successful vendor for the One-Stop Operator contract, on the basis of the Operating Committee's quantitative and qualitative analysis of the bids. Second by Dick Marron. Chair Frank Cioffi called the vote: Yes: eight; No: none; Abstentions: none.

## **VI. Next meeting**

To be determined.

## **VII. Adjournment**

The Special Meeting of the Vermont State Workforce Development Board Operating Committee adjourned at 1:31 pm.

Minutes submitted by: Michele Kupersmith

Minutes approved by: \_\_\_\_\_ Date: \_\_\_\_\_